SALISBURY UNIVERSITY

A Maryland University of National Distinction
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Dear Parents,

I am very pleased to welcome you and your family to the Salisbury University community!

We value your support and recognize the important role you help play in the lives of our students throughout their entire college journey. The college experience is, in the end, the students’ responsibility, but parental support is vital to their success. Whether this is your first experience as a parent of a college student or you are a seasoned pro, you will find that you are embarking on a new and exciting time in the life of your student. We want you to know that we are here to assist you in this exciting experience.

As parents, you have a significant role to play. Moreover, it is important for you to encourage your student to engage fully in the learning process. We also understand that students will be faced with many new situations and decisions they have never had to navigate on their own before. Your instinct may be to step in and take care of the situation, but we encourage you to support your student and allow him or her this opportunity to grow.

This handbook is designed especially for you. In it, you will find the answers to many of your questions. You also will find information about the various campus resources and departments that will help you with the answers you need along the way.

I encourage you to participate and get involved in the Salisbury University experience. We have parent-specific programs and resources which include, but are not limited to, a parent Web site, parent newsletter and programs including Family Weekend. We also have a Parent and Family Member Association for those of you who would like to be more actively involved in the community.

I look forward to meeting you and I welcome you as a member of the Salisbury University family!

Sincerely

Kristen Kazmarek
Assistant Dean for Student Success and Parent Programs
**Q.** How can a student change their personal data?

**A.** It is the student’s responsibility to keep the University apprised of changes to their personal information. Students who wish to change or correct their name and Social Security number should contact the Registrar’s Office for current policies and procedures.

Changes to local, billing, and permanent addresses and telephone numbers can be made by updating their account through self-service on their GullNet account.

**Q.** What can be done through the Registrar’s Office?

**A.** The Registrar’s Office, located in Holloway Hall, handles registration for all credit-bearing courses offered by the University. The office also maintains student biographical and academic records. In addition, the Registrar’s Office provides the following services to the Salisbury University academic community, including:

- Maintaining undergraduate and graduate catalogs and schedules online
- College Level Examination Program (CLEP) testing
- Credit evaluations/awards for military experience and International Baccalaureate
- Veteran’s Affairs education benefits

**Q.** How are students classified at Salisbury University?

**A.** Undergraduates are classified according to the number of semester hours they have completed with grades of A, B, C, D or PS as follows:

- **Freshman** – 0-29 hours
- **Sophomore** – 30-59 hours
- **Junior** – 60-89 hours
- **Senior** – 90 hours and above

**Students also are designated as follows:**

- **Matriculated Undergraduate Students** – Matriculated or degree-seeking students are full-time or part-time degree candidates and are assigned a faculty advisor.
- **Undergraduate Non-Degree Students** – Undergraduate non-degree students (UND) are students usually pursuing one or two courses in a non-matriculated status. There are two types of UND students:

1. Students who are pursuing one or two courses for personal or professional development. Upon completion of 30 semester hours, these students must apply for admission to the University as matriculated students.
2. Restricted-status students, whose admissions have been revoked for inadequate academic performance, but who are permitted to continue to attend the University under the direction of the Office of Academic Affairs.

**Full-Time/Part-Time Enrollment Status**

- Enrollment status is determined by the number of credits students have completed or are pursuing. Undergraduates enrolled for 12 or more semester hours pay full-time fees and tuition regardless of classification. Students enrolled for 11 or fewer hours pay tuition assessed on a per credit basis and pay part-time fees.

**Q.** What is the undergraduate grading system at Salisbury?

**A.** The following grades are used to indicate achievement in individual courses:

- **A – Excellent:** Denotes superior achievement. The A grade is reserved for outstanding performance.
- **B – Very Good:** Denotes high achievement. It is a mark of distinction.
- **C – Satisfactory:** Denotes adequate achievement.
- **D – Passing:** Denotes marginal achievement. The D grade indicates minimal exposure to principles and techniques presented.
- **F – Failure:** Denotes inadequate achievement. The following grades are not accompanied by quality points and do not contribute to a student’s grade point average. They may, however, appear on the student’s permanent record and are defined accordingly.
**I – Incomplete:** Noncompletion if a course due to unavoidable circumstances beyond the student’s control. The I automatically becomes an F if the coursework if not completed prior to midssemester of the next full semester for which the student is enrolled or at the end of one calendar year, whichever is earlier.

**PS – Pass:** A passing grade for credit-bearing courses taught or taken on a pass/fail basis.

**S – Pass:** Not for university credit – a passing grade in those courses which cannot be applied to degree requirements.

**CS – Continuing Satisfactorily:** Satisfactory progress in a developmental studies course which extends into a subsequent semester.

**U – Unsatisfactory:** Unsatisfactory progress in those courses which cannot be applied to degree requirements.

**AU – Audit:** Approved attendance without credit.

**W – Withdrawal:** Official withdrawal from a course during the schedule adjustment period.

**WP/WF – Withdrawal Passing/Withdrawal Failing:** Official withdrawal from a course after the schedule adjustment period, denoting a passing or failing status at the time of withdrawal.

**NR – Grade not reported by instructor.**

**IP – In Progress:** Used for grading ongoing theses and research projects, internships or independent studies which extend into a subsequent term. Unlike the I grade, the IP grade does not automatically become an F at the end of a given interval.

**X – Clemency Grade:** Preceding a grade of D or F (XD, XF) denotes that academic clemency has been granted for the course and that the course has been removed from attempted hours (AHRS), earned hours (EHRS), quality hours (QHRS) and the grade point average calculations.

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**Q** How is a student’s GPA (grade point average) calculated?

**A** Only courses completed at Salisbury University or through certain approved cooperative programs and assigned grades of A, B, C, D and F are used in the grade point average (GPA) calculations. Grade point averages are calculated in the following manner:

1. Quality points are assigned to the letter grades such that A=4, B=3, C=2, D=1 and F=0. Quality points for a course are calculated by multiplying the quality points assigned an individual letter grade by the number of credit hours received for the course.

2. The current semester GPA is calculated by dividing the quality points earned for all applicable courses (QTPS) for the semester by the credit hours received for those courses (QHRS) during the semester. For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 103</td>
<td>4</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>History 101</td>
<td>4</td>
<td>D</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 121</td>
<td>4</td>
<td>A</td>
<td>16</td>
</tr>
<tr>
<td>Math 103</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>Art 104</td>
<td>4</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

   38 QPTS/19QHRS = 2.00 Current GPA

3. The cumulative GPA is calculated by dividing the total quality points earned (QPTS) for all semesters by the total applicable credit hours (QHRS).

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**Q** How does a student withdraw from the University?

**A** Students may withdraw from the University before the administration of their final examinations, but no later than 5:00 p.m. on the last day of classes. Any student who wishes to withdraw from the University during any period of instruction must complete a Withdrawal form obtained from the Registrar’s Office or from the Registrar’s Web site at www.salisbury.edu/registrar/forms.html. Nonattendance of classes does not constitute withdrawal from the University. Students who do not officially withdraw from the University forfeit their rights to any tuition refund. Students who officially withdraw after the schedule adjustment period ends receive grades of WP or WF to denote their grade status at the time of their withdrawal. Matriculated students who have withdrawn and wish to be reinstated must be readmitted by submitting an Application for Readmission form to the Registrar’s Office.

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**Q** How does a student obtain a copy of their transcripts?

**A** Transcripts can only be issued from the Registrar’s Office upon written request of the student. Requests can be made online through the GullNet self-service account, in person at the Registrar’s Office, by fax or by mail. All financial obligations to the University must be met before a copy of the transcript will be issued.
Open enrollment periods also precede the start of every semester, where both matriculated and non-degree students may register for classes. Summer and winter term registrations for all students occur during the program planning/preregistration period and at designated times prior to the start of classes each term.

Q Why did my student get dropped from his or her class?
A During the drop/add period of fall and spring semesters, an instructor may drop a student from a roster under the following circumstances:
- The student misses two consecutive class sessions of a course that meets at least twice during the drop/add period and fails to notify the instructor of his or her intent to remain in the course.
- The student misses the first class session of a course that meets only once during the drop/add period and fails to notify the instructor of his or her intent to remain in the course.

Q Can my student repeat a course?
A Unless otherwise noted in the course description, students may not receive credit more than once for courses covering the same or similar content or topics. Students who repeat a course at SU covering the same or similar content will receive credit for the last occurrence of the course only, providing the course is graded A, B, C, D, F or I. Repeated coursework is noted as such on the student record, remains in the student’s attempted hour calculations, but it is removed from the earned hour, quality point and grade point average calculations.

Q What is academic probation?
A Admitted students whose Salisbury University cumulative grade point averages are less than 2.0 are placed on academic probation. Students on probation who fail to return to good academic standing (GPA of 2.0 or higher) or who fail to meet the criterion which allows them to remain on academic probation will have their University admissions revoked and their academic standing changed to restricted. Students on restricted status are not eligible for financial aid and on-campus housing. Restricted status students who attain a cumulative GPA of at least a 2.0 during a three registration time frame may apply for readmission. Students who do not meet a 2.0 cumulative GPA during this period will be academically dismissed from the University.

Q Why does my student need an academic advisor and who is it?
A Academic advisors provide students with pertinent information about their majors and assist in planning their programs of study. Once a student has selected a major course of study, he or she is assigned a faculty advisor in the major department. Students who have an undeclared major are assigned a faculty advisor by the Office of Academic Affairs. Students must confer with their assigned advisors regarding course selection, requirements and other academic matters prior to course registration each semester. To find the student’s assigned faculty advisor, students can use the self service option on GullNet.

Q If my student took Advanced Placement (AP) exams in high school, how will they be used at the University?
A Undergraduates who have completed Advanced Placement (AP) courses in high school and have taken the corresponding College Board examination may be entitled to advanced standing credit at the University. Students should contact the Admissions Office for scores and coursework equivalency information. Students should also submit exam results directly to the Admissions Office.

Q What is the Drop/Add period?
A The Drop/Add period takes place during the first week of classes each semester. During this time, students may adjust their schedules without penalty. Courses that are officially dropped during this period do not appear on the student’s permanent academic record.

Q How does my child register for classes?
A Matriculated freshmen and transfer students enrolling for the fall semester participate in an organized advisement and registration session during the summer orientation program. An abbreviated program is provided for all matriculated new students enrolling for the spring semester.

For current students, program planning is held mid-semester in both the spring and fall. Students are responsible for making appointments with their faculty advisor. Once the faculty advisor gives approval, students may begin to register for courses at the assigned time through the self-service option on their GullNet account.
Q. What types of loans are available to students and parents?
A. Salisbury University participates in the William D. Ford Federal Direct Student Loan Programs (Direct Loan). The Direct Stafford loan enables degree-seeking students enrolled in at least six credit hours to borrow money directly from the federal government rather than private lending institutions (i.e. banks, credit unions). Loans can easily and quickly be obtained by submitting the Free Application for Federal Student Aid (FAFSA) and completing an Electronic Promissory Note online. The repayment begins six months after recipients leave the institution or drops below half-time.

Parents, of dependent students, also may borrow through the William D. Ford Federal Direct PLUS program (provided the parents do not have adverse credit history) by submitting the Free Application for Federal Student Aid (FAFSA) and completing an Electronic Promissory Note online. Parents may borrow up to the cost of attendance at the institution minus other estimated financial assistance for the student. The interest rate is capped at 7.90 percent. Parents may choose to defer payments until six months after the date the student ceases to be enrolled at least half-time. Accruing interest could either be paid by the borrower monthly or quarterly, or be capitalized quarterly.

The Federal Carl Perkins Loan program provides up to $3,000 on a loan basis to undergraduate students who are enrolled full time and have demonstrated exceptional financial need. There is no interest charge on this loan as long as the borrower continues in at least a half-time student status. Repayment begins nine months after graduation or withdrawal from school. Students may be allowed up to 10 years to repay the loan, based on the amount borrowed. The interest rate is 5 percent per annum on the unpaid balance.

Q. What is the difference between “Financial Aid” and “Financial Need”?
A. Financial need is the dollar amount difference between the funds students can provide and their University expenses. Financial aid is any grant, scholarship, loan or paid employment offered for the express purpose of helping a student meet University related expenses. The amounts and types of financial aid that students receive are determined through federal, state and local guidelines and are offered to students in combinations or “packages” that are designed to fit applicants’ financial need.

Q. How is financial aid disbursed?
A. Financial aid is disbursed electronically to your account after your financial aid file is complete and you have pre-registered.

Q. How do I apply for financial aid at Salisbury University?
A. All Salisbury University students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov as the first step in applying for student aid each year. Electronic applications cannot be submitted prior to January 1. In order to complete the FAFSA application for Salisbury University, you will need SU’s federal school code. The code you will need is 002091.

You and your student should each obtain a PIN number. The PIN number is your identifier to let you access personal information in various U.S. Department of Education systems. You will use this PIN to complete the FAFSA online. PIN numbers also will be necessary to complete the online electronic Stafford and/or PLUS Loan promissory notes. Please go to www.pin.ed.gov to register for your PIN.
Q What payment methods are accepted at Salisbury?

A Student tuition and fees for pre-registered students are due and payable to the University prior to the beginning of each semester on or before the date shown on the bill. Students who do not observe the payment due date for any academic term will be charged periodic late fees. Students no attending classes should access their GullNet account and drop all classes in which they are enrolled. Non-payment of and/or non-response to a bill does not constitute a withdrawal from the University.

Payments may be made using ACH transfer or credit card through the student’s GullNet account. MasterCard, Discover and American Express are accepted credit cards for tuition and fee payments. A 2.4 percent convenience charge is assessed for credit card payment. There is no fee for ACH transfer. Checks and money orders made payable to Salisbury University may also be used when paying tuition and fee payments. The mailing address for payments is: Salisbury University, PO Box 2195, Salisbury, MD 21802-2195. Cash, checks and money orders also are accepted at the Cashier’s Office, located in Holloway Hall. Salisbury University has also partnered with Sallie Mae to give the option of spreading payments over a longer period of time.

Q What is Federal Work Study and how does it work?

A The Federal College Work Study Program provides jobs on- and off-campus to full-time, degree-seeking, undergraduate students with demonstrated financial need. These jobs are usually assigned as part of the financial aid package. If possible, students are employed in positions related to their academic major or special interest. Students receive at least minimum wage and are paid every two weeks for hours worked.

Q How can we request a refund if an overcharge exists?

A You will need contact our Billing Office in Holloway Hall. The office can also be reached at 410-543-6060.

Q What are the types of payment plans?

A Salisbury University has partnered with Sallie Mae to offer several payment plans through TuitionPay. All of the plans are interest-free, debt-free ways to spread tuition payments over a number of months.

Q What is the best way to contact the Financial Aid Office?

A You may contact the Financial Aid Office by either calling at 410-543-6165 or e-mailing finaid@salisbury.edu

Q What is Federal Work Study and how does it work?

A The Federal College Work Study Program provides jobs on- and off-campus to full-time, degree-seeking, undergraduate students with demonstrated financial need. These jobs are usually assigned as part of the financial aid package. If possible, students are employed in positions related to their academic major or special interest. Students receive at least minimum wage and are paid every two weeks for hours worked.

Q Is there a central location on campus I can contact to learn about scholarship opportunities?

A Incoming, transfer and current students can browse scholarship opportunities in the “Financial Aid” portion of the Undergraduate and Graduate Catalog. Available scholarships are also posted on the Salisbury University Web site at www.salisbury.edu/finaid/scholarships.
Q: What is the Gull Card?
A: The Gull Card is a multi-functional card that serves as a free, official Salisbury University campus ID. All faculty, staff and students should carry their Gull Card with them at all times while on campus. The Gull Card is necessary for accessing services at Blackwell Library, Maggs Physical Activities Center, residence halls, computer labs and other services throughout campus.

The Gull Card holds Meal Plan information to be used in the Commons dining areas as well as Dining Dollars that can be used at all satellite dining locations. More information for Meal Plans and Dining Dollars can be found at www.salisbury.edu/dining.

The Gull Card may also be used as a debit card, a prepaid declining balance account that enables plan participants to make cash-free purchases at all campus locations that accept the Gull Card and participating off-campus merchants. For an updated list of Gull Card merchants, visit the Web site at http://gullcard.salisbury.edu.

Q: Where can my student get a Gull Card?
A: The Gull Card is issued at all on-campus orientation sessions. The Gull Card Office is located in the Commons building (CB) Room 036.

Cards may be obtained by any registered student or active employee during office hours. The initial card is free. A replacement fee of $25 is charged for all lost or stolen cards. Cards that malfunction with no apparent damage are replaced free of charge.

Q: How can I deposit money on my student’s Gull Card?
A: There are various ways to make a deposit to your student’s Gull Card account.

- Twenty-four hours a day, from anywhere in the world, you can make deposits by visiting our Web site. (Visa/MasterCard ONLY.)
- Additional cash deposits may be made at all CVC (Gull Card Cash Value Station) locations. CVC locations require a $1 minimum deposit. CVC machines are located in Blackwell Library and the Commons, adjacent to the cashier’s stand.
- In-person deposits (cash/check ONLY) may be made at the Cashier’s Office, Holloway Hall Room 219.

Q: What happens if a student’s Gull Card is lost or stolen?
A: NEW FEATURE ... Students can now invalidate their card online.

Students can also call the Gull Card Office immediately at 410-543-6053 to report a lost or stolen card. The account will be promptly invalidated to protect any funds from unauthorized use. If we cannot be reached, please notify University Police at 410-543-6222.

Students should visit the Gull Card Office for a replacement card. Students will not be responsible for any purchases that occur after official notification has been received by one of the aforementioned offices. Note: There is a $25 replacement fee for each Gull Card.

Q: What happens to the money on the Gull Card from semester to semester?
A: Money deposited onto a student’s Gull Card transfers from semester to semester and can be used over the summer as well. If a student were to graduate or withdraw from the University he or she can fill out a form available in the Gull Card Office. This form would then be submitted to the Cashier’s Office and processed. The student should receive a check for the full amount within six to eight weeks.

(*Dining Dollars do not transfer and must be used by the end of each semester or will be lost.)

Q: Can a student get cash from a Gull Card?
A: At this time, students are not able to take cash off of the Gull Card. If we were to “pay out” cash the Gull Card program would technically be functioning as a bank. In doing so we would need to conform to banking regulations. If this were the case, we would need to initiate several fee structures to support such an endeavor.
A meal plan provides you with many dining choices around campus whether you want an all-you-care-to-eat meal in the Commons or just want to grab a quick bite at one of our other locations around campus.

Students who are living on campus must purchase a meal plan. There are several options available to students based on their dining needs. Students living in Chester, Choptank, Dogwood, Manokin, Severn, Nanticoke, Pocomoke, St. Martin and Wicomico Halls must choose plan A, B or C. Chesapeake Hall residents may choose plan A, B, C, D or E, or they may opt for no plan at all. Students living off campus or at University Park may choose from any available meal plans. With Meal Plans A and B, unlimited access (UA) means a student may enter the Commons any time during operating hours, seven days a week, as many times as the student chooses.

Dining Dollars are a separate account that is housed on a student’s Gull Card along with his or her meal plan. They can be used for purchases made at any on-campus dining facility and expire at the end of each semester. Each purchase made with Dining Dollars is tax free (a savings of 6 percent) and students may check their balance online any time at gullcard.salisbury.edu. The balance will also appear at the bottom of each sales receipt after making a purchase.

Some meal plans come with a set amount of Dining Dollars. But, any meal plan holder may purchase additional Dining Dollars at a 10 percent discount ($200 - cost is $180, $150 - cost is $135, $100 - cost is $90, $50 - cost is $45). To purchase additional Dining Dollars, print out and mail in the Add Dining Dollars form from the UDS Web site.

Meal Plan holders may treat a guest to a meal using guest meal passes. A certain number of guest meals come with each meal plan per semester. These passes are automatically added to the Gull Card upon purchase of a meal plan. Students should advise the cashier at the Commons that they would like to utilize their guest meal pass and the cashier will deduct one guest meal pass from their balance.

To sign up for a meal plan, visit www.salisbury.edu/dining/mealplans.htm and click on the “Sign Up For A Meal Plan” link on the far right. To sign up for a meal plan after the semester has started, students should visit the Cashier’s Office in Holloway Hall Room 219. Students should also visit the Cashier’s Office to add Dining Dollars to their meal plan account.

What happens if my student is sick and can’t make it to the Commons?

If a student is unable to make it to the Commons due to an illness or injury, he or she may arrange to receive a boxed meal from Dining Services through Student Health Services (410-543-6262). Sick students should contact Student Health Services to receive a therapeutic diet recommendation. If Student Health Services is closed, specifically on weekends, your student’s RA can make arrangements with Dining Services to have a meal provided. Your student or a roommate/friend may pick up the meal at the cashier’s station in the Commons. Whoever is picking up the meal needs to bring the student’s Gull Card when picking up the meal.

An alternative service is also provided to those unable to partake of the regular dining facilities due to conflicting class schedules and recognized University events. To reserve a meal, students need to submit the form found on the University Dining Service Web site at www.salisbury.edu/dining/specialprograms.htm. Students can also call 410-543-6105 for additional information.
Q Are there provisions for students with special dietary needs?

A University Dining Services (UDS) wants to make sure that students are aware of the wide variety of nutrition-packed food options that are available in the Commons dining hall. Students are encouraged to explore the many tastes and flavors the Commons has to offer but not to eat the same foods everyday. Variety in food choices is essential to healthy eating. In addition the following accommodations are available:

- **The Bistro:** Healthy eating is easy in the Bistro. The Bistro is home of the Bon Coeur Dining Program which features heart-healthy, low-fat cooking with a gourmet touch. Students should check the Café Express UDS newsletter for the Bon Coeur selections—they’re the ones marked with a heart!

- **Vegan & Vegetarian Nutrition:** University Dining Services tries to make it as easy as possible for vegan and vegetarian students to plan healthy meals. The monthly Café Express includes the month’s menus with all vegan and vegetarian items identified.

- **Services of the Dietician:** Nutrition counseling services are available to all SU students and employees. There is no charge for these services and all counseling is confidential. Counseling hours are from 8:30 a.m.-4 p.m. Monday-Wednesday. Students can contact University Dietician Kate Cerulli, M.S., RD, LD at 410-548-9112 to make an appointment.

Q What does “unlimited access” to the Commons mean?

A With Meal Plan options A and B, unlimited access means a student may enter the Commons any time during operating hours, seven days a week, as many times as the student chooses.

Q Can my student change their meal plan?

A Yes. To change a meal plan after the semester has started, your student needs to visit the Cashier’s Office in Holloway Hall Room 219. A $25 fee plus any meals eaten and Dining Dollars used will be charged for downgrades processed during the first two weeks of the semester. After the first two weeks of the semester, no downgrades are allowed—you may only add or upgrade a meal plan.

Q What is the difference between Dining Dollars and Gull Card money?

A Dining Dollars are already included with certain meal plans or additional Dining Dollars may be purchased throughout the semester. Dining Dollars are only accepted at on-campus facilities (the Commons, Gull’s Nest, Cool Beans and satellite locations—Caruthers, Fulton, Henson, TETC and University Park). Like your student’s meal plan, Dining Dollars expire at the end of each semester.

Gull Card money is accepted at various off-campus locations, on-campus dining facilities and other venues around campus—University Bookstore, vending machines, etc. The money on the Gull Card never expires. It keeps rolling over from semester to semester.
**Q** What is the University’s policy on housing?

**A** On-campus housing is provided on a space-available basis to students who are matriculating for an undergraduate degree at the University and who are registering for 12 semester hours or more. Students who have completed two semesters and have not achieved a minimum 2.0 GPA, students who have lived on campus for eight semesters and graduate students are not eligible for on-campus housing.

**Q** Are the residence halls single sex?

**A** Salisbury University provides both single sex residence halls as well as co-ed residence halls. Students on co-ed residence halls are separated based on the layout of the building either by floors, clusters, suites or apartments.

**Q** Can my student get a single room?

**A** Single rooms are a living option for returning students in Dogwood Village, and a limited number of single rooms are available for new students to SU.

**Q** If roommates have differences that can’t be worked out, can room assignments be changed?

**A** Yes, if a situation reaches the level where compromise cannot be reached students may be moved based on the space that is available at that time. However, there is an extensive process that students, resident assistant (RAs) and building directors work through to assist with roommate conflicts. Students are required to seek assistance and participate in the roommate mediation process before a room change will be considered.

**Q** What is provided in the residence halls?

**A** In each room students will find a versatile set of furniture. The loft set allows students to bunk or loft room furniture to fit more of those items students can’t live without! Room desks will fit larger computer monitors, and there’s no need to buy those bed risers as beds can be raised or lowered to any position desired. Our mattresses may be a bit thicker and longer than what students have at home. Bed linens can be purchased at any store in your local neighborhood (Target, Wal-Mart, Linens n Things, etc.). You’ll likely receive offers to buy specially-fitted sheets from many different vendors, but any type of twin-sized sheet will do!

The residence rooms include the following articles, which may not be removed for any reason:
- Beds (twin, extra long)
- Dressers
- Study desks
- Chairs
- Wardrobe/closets
- Blinds

The following items are provided in each residence hall:
- Kitchens/microwaves
- Pay telephones
- Washers and dryers (only accessed through Gull Card)
- Televisions
- Vending machines

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**continued**
What is the policy on microwaves and refrigerators in the residence halls?

Residents are permitted to have one refrigerator in their room if the unit meets the following requirements:

- Electrical current - 1.7 amps
- Three-prong safety plug
- UL approved

One microfridge (a combined refrigerator and microwave one-piece unit) per room is allowed ONLY if the unit has ALL of the following:

- Internal Safe Plug™ technology
- Fridge capacity of 2.13 cubic feet
- Freezer capacity of .75 cubic feet
- Total capacity of 2.9 cubic feet

Chesapeake residents also are allowed to bring one microwave for the common area/kitchen of the apartment. One full-size refrigerator and stove are provided for student use in the kitchen/common area of each Chesapeake apartment. No other residence halls are permitted to have microwaves in their living space unless it is part of a microfridge unit.

Can first-year students choose a roommate?

Students are able to include a preference for a particular roommate on their housing application. The request must be made by using the other students ID number when the application is completed. The ID number is assigned to each student as they apply for admission to Salisbury University. Please understand that it is a request and not a guarantee of the roommate assignment. Students are assigned based on the admission deposit paid date. The later the deposit paid date the less likely we will be able to honor the students’ preference to live together.

How does a first-year student prepare to share a room when they have never done so in the past?

There is no magic answer to this question. Students are encouraged to make contact with their new roommate over the phone or in person. Students will receive their housing assignment and roommate(s) contact information in the mail before the start of the semester. It is important to make this more personal contact with your future roommate. Do not go directly to My Space or Facebook. Information found on these pages can easily be taken out of context and mislead you as to what your roommate is actually like. We also have Resident Assistants on each floor and Building Directors in each hall that are trained and eager to assist you in discussing roommate concerns and working out problems.

What are the advantages of a Living Learning Community?

Living Learning Communities and specialized living options offer first-year Salisbury University students the opportunity to live with other first-year students who have a similar interest. As a member of these communities students have the opportunity to discover more about something they like while having fun and making friends where they live. The RAs plan special programs and activities that incorporate the theme of the floor. Trips, guest speakers and socials are just a few examples of past programs. There are seven different communities students can choose from when completing the housing application.

How are housing arrangements made for returning students?

Current on-campus students who wish to return to campus for the next academic year should apply for housing during the returning student application period. The returning student application period is usually around the first week in March. When the student is completing the application they will be required to pay a $300 deposit, fill out the preferences section and sign the contract. Once the sign-up period is over, all students who complete the application will be assigned a random number based on class standing. Chesapeake Hall and St. Martin Hall area are assigned by the lowest group score. If a group is not complete, the highest random number assigned plus 200 will be the group’s missing members. Dogwood Village is assigned by the lowest random number until all spaces are filled. Students will receive their assignment by on-campus e-mail during the first week in April. Students can request reassignment in the housing office on a first-come, first-served basis.

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How do students arrange for telephone, cable and Internet service?

All residence rooms have telephone, cable and Internet service. Students are required to bring a corded phone to plug into their room for safety and security reasons. With the increasing use of cell phones, it is becoming very difficult to reach students in their rooms. A corded phone plugged into the room outlet will allow the following without any charge to the student:

- An emergency 911 call can be traced to the exact location of the room from which the call was made
- University personnel will be able to place a call directly to the student room
- Calls can be made to any office on campus or other residence hall rooms on campus
- Calls can be received from off campus

In order to place off-campus and long distance calls, a $25 deposit is required. Students are given an authorization code by the Telecommunications Office once the deposit is made. Contact the Telecommunications Office at 410-543-6501 for more information regarding telephone accounts.

One cable jack is available in each residence hall room. Students are encouraged to talk to their roommate before they arrive on campus to avoid bringing duplicate items such as televisions, VCRs or DVD players.

When students arrive on campus they are required to register their computer to log on to the Internet. Instructions are provided by the University ResNet system to gain access and use the Internet. The University’s ResNet system, once activated, allows residents to use Web browsers, Internet applications and access GroupWise e-mail from their own rooms. Network card hookups, as well as other “addons,” are available from the University Bookstore.

What is the University’s policy on alcohol?

It is the policy of the University to enforce Maryland state law. Only students 21 years of age or older have the right to possess or consume alcoholic beverages on campus. New-student halls (Manokin, Nanticoke, Pocomoke, Wicomico, Choptank, Chester and designated floors in Severn) house only first-time freshmen and transfer students under the age of 21; therefore, alcohol is prohibited. Empty alcohol containers indicate the presence of alcohol. For those under the legal drinking age, empty alcohol bottles or cans are considered an alcohol violation and will result in a formal judicial hearing. Students of legal age may consume alcohol in the rooms of other legal aged students who are present in the room. Regardless of age, public intoxication is an alcohol offense and is not an acceptable norm of conduct.

Appropriate disciplinary action will be taken in all situations where individual behavior infringes upon the rights of others. First-time offenders of the University’s alcohol policy may be subject to disciplinary probation for one calendar year, a fine of up to $150, required to participate in an alcohol intervention class, a Health Services fee of up to $100 and other sanctions appropriate to the circumstances surrounding the violation, which may include loss of housing. In addition, University Police officers have the authority to issue civil citations for violations which occur on campus. Repeat offenders, where violations occur during the period of disciplinary probation, will be subject to more severe sanctioning, including, but not limited to, loss of housing for residential students and social probation/restricted access for commuting students.

What social and developmental activities are available in the residence halls?

Throughout the year the building staff will provide students with activities and programs to attend allowing them to interact with other students on their floor and in their building as well as giving information on policies and procedures. Staff are available for students as a resource in case they need help getting along with their roommate, finding where Student Health Services is located or even how to sign up for classes. New students will go through many transitions when they arrive and staff are there to help support them during their transition period. Programming efforts in the returning student buildings are focused on assisting students as they transition deeper into their academic majors apply for internships and gain independent living skills as they prepare to move off campus.

In addition, each residence hall has its own elected senators for the Residence Hall Association. This group works closely with residence life staff to find ways to improve the quality of life in the residence halls. This work can take the form of addressing student concerns or of planning and implementing social, cultural, recreational and community service activities for residents.

Who should a student contact if repairs need to be made in the room?

Any damaged, broken or inoperable articles in the rooms, bathrooms or common areas should be identified and called into facility repair at 410-677-3097. This will generate a work order. This service is for students’ convenience. Anyone who has any difficulty receiving proper service should contact his or her building director.
Q. How is security maintained in the residence halls?

A. All residence halls are locked 24 hours per day while occupied. Access to each building is only permitted to current Salisbury University residents of that building and their guests. Guests may use telephones located at an entrance to each building in order to contact residents they wish to visit. All students living in a resident hall must have their ID cards (Gull Card) programmed during check-in. Once programmed, the Gull Card will grant the assigned student access to their room.

Students are urged to keep their room door locked in order to protect their personal belongings and prevent damage to the room and personal property. It is the resident’s responsibility to report lost Gull Cards within 24 hours to the AD/RD. Keeping their room door and the access door to their residence hall locked are the primary means they have of protecting themselves and their property. Most importantly, students should not give their Gull Cards to other students and should not prop doors (including bathroom, building, room and cluster) open or allow strangers into the building.

Q. Who is on the residence hall staff?

A. The Office of Housing and Residence Life has many dedicated staff members who are here to help students during their time living on campus. The main office, located on the first floor of Chesapeake Hall, houses the director of housing and residence Life, the assistant director for residence life, the assistant director for operations and judicial management, the assistant director for assignments and data management, and the offices of the administrative assistant.

Each residence hall is managed by building directors that are either graduate-level Resident Directors (RDs) to master’s-level Area Directors (ADs) professionals. Also available to students is a staff consisting of upper-class undergraduate Resident Assistant. Depending upon the building population, the number of RAs per building ranges from four to eight people. After students arrive on campus, their building director and RA will introduce themselves. Students are encouraged to take the time to get to know their building staff as they are there to help make their transition to their new residence hall a successful one.

Q. Can students smoke in the residence hall rooms?

A. All residence halls are smoke-free in compliance with COMAR 0912-23. The State of Maryland’s smoking ban relates to passive smoking hazards in the workplace. Because residence hall rooms must be entered by University employees for safety and repair functions, the rooms are defined as enclosed workplaces and are included in the ban, as are all common areas. Residents who choose to smoke must do so 30 feet away from the residence hall to avoid smoke filtering into open windows and ventilation systems. Cigarette butts are to be extinguished in designated containers.

Q. What is the University policy regarding damage in the residence halls?

A. As a resident of SU’s campus, students have the privilege of enjoying full use of resident facilities at the lowest possible costs. Malicious destruction of property and vandalism limit the use of facilities by residents and increase room charges. Students are responsible for demonstrating proper care in the use of facilities and for not condoning the destructive behavior of others. Accidental damages should be reported promptly to avoid disciplinary action. Any resident who engages in the malicious destruction of property or vandalism will face stringent disciplinary sanctions, which may include the loss of the privilege of living on campus and will include that prompt restitution be made by the person(s) responsible. Additionally, the University reserves the right to group-fine residents in a residence hall where public area damages are unassignable to individuals. The minimum bill will be $25 and will increase with repeated occurrences.
Q: Will I be contacted by the University if a complaint is filed against my son/daughter?

A: Due to FERPA (Family Education Rights and Privacy Act) laws, parents are generally not privy to judicial information regarding their students. In cases of alcohol violations, however, a decision will be made on a case-by-case basis by the judicial officer to notify parents that their student has been found in violation of the University alcohol policy. Notification will be provided for more concerning situations involving alcohol, such as drinking and driving, excessive drinking, etc. Parents will generally not be notified in relatively minor cases, such as when a student was found with one beer, an empty alcohol bottle in their residence, etc. Parents will receive notification from the judicial officer in all cases of drug violations. Parental notification will not contain details regarding the violation, but simply encourage the parent to discuss the incident with their student.

For more information on FERPA, please visit www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Q: How does the University respond to students who violate the University policy on alcohol and other drugs?

A: Students who are found to be in violation of the University policy on drugs or alcohol, as stated in the Code of Conduct will participate in a judicial hearing and be sanctioned in proportion to the events that took place. Primary sanctions range from an official warning to expulsion from the University. In addition to a primary sanction, students are often assigned an educational activity, such as community service, writing an essay, journaling, etc. Students may also be assessed a monetary fine for alcohol and drug violations.

Q: What services are available for students in need of assistance for drug and alcohol problems?

A: The Student Counseling Center provides alcohol and drug assessments to students at no cost and is able to make referrals to community agencies for those students who may need extended professional help with their drinking habits or drug use. Often, students who have had numerous alcohol violations, or a more serious alcohol violation, will be referred by a judicial officer to the Student Counseling Center for an assessment. In addition to the Student Counseling Center, Student Health Services conducts alcohol education classes throughout the semester and hosts a confidential group for students who have alcohol or drug abuse issues.

Q: What are we doing to get the message out to students?

A: From the moment new students arrive in August, University staff begin educating students about the University’s judicial policies and expectations through an orientation session presented by the Dean of Students Office and meetings with the Residence Life Office staff. Students will receive a copy of the Code of Conduct during orientation. In addition, students will attend educational sessions about many different aspects of college life and receive e-mail reminders from the dean of students about the University’s expectations regarding their behavior. Finally, throughout their tenure at SU, students will be presented with ample opportunities to attend alcohol-free events on campus.

Q: Where can I access the Code of Conduct?

A: View the complete and most up-to-date version of the Student Code of Conduct at www.salisbury.edu/Students/handbook/.
Q: What are the responsibilities of the University Police?

A: The University Police are responsible for personal safety and law enforcement on campus. Officers are on duty 24 hours a day, 365 days a year. The department’s primary responsibilities are to protect life and property; prevent and deter crime; and enforce those laws, ordinances and University rules that contribute to a healthy environment. University Police services include investigation of crimes and incidents on campus, responses to emergencies, vehicle registration and parking enforcement, lost and found, and physical security of buildings.

Q: What authority do University Police officers have?

A: University Police are sworn, certified police officers as required by Maryland state law. All officers attend the minimum standard training for police officers as mandated by the Maryland Police Training Commission; annual in-service training is required. Enforcement authority of campus police is derived from the Annotated Code of Maryland Education Article 13-601. University Police have enforcement authority on the jurisdiction of all University property. The University has the authority and exercises that authority through the Office of Student Affairs to take disciplinary action in cases of off-campus misconduct, by students or student organizations, which are detrimental to University interests.

Q: Is there security in campus buildings?

A: Residence halls are kept locked 24 hours a day. These facilities are for use by residents and their bona fide guests only. Residents have keys to their rooms and are encouraged to keep their doors locked at all times, even if they are only going to be out for a “few minutes.” If exterior doors are propped open, an alarm will sound. Guests gain access to residence halls by telephoning residents and having the residents meet them at the door. All students have phone jacks in their rooms and a phone is located at the front door of most residence halls.

Academic and administrative buildings are normally open from 7:30 a.m.-10:30 p.m., Monday-Friday, and at other times when events occur.

Q: What would you say to a student who is concerned for his or her safety?

A: These personal safety tips, compiled by the University Police, apply when on campus as well as in the Salisbury area or wherever one resides. The precautions may lessen the likelihood of becoming a victim. Increasing awareness of crime prevention techniques may decrease the opportunity for a person to commit a criminal offense.

- You are your own best protection.
- Keep your door locked at all times. Don't unlock the door for strangers. Keep first floor windows locked.
- Walk in well-lit areas and stay near the curb, away from alleys, entryways and bushes where someone could be hiding.
- Do not walk or jog alone after dark.
- Avoid short cuts. Walk where there are other people present.
- Do not hitchhike or accept rides from strangers. If a driver asks you for directions, stay far enough away so that you cannot be pulled into the car. Do not pick up strangers.
- If you are being followed when walking, change directions, vary speed. Go to a well-lit area where there are other people. If followed by someone in a car, turn and walk in the other direction. Record the license number.
- Park your car in a well-lit area and lock the doors.
- If you need an escort to or from your car, call the University Police, 410-543-6222.
- Report any suspicious activity or crimes to the University Police, 410-543-6222.
are scheduled. Blackwell Library is open seven days a week with hours posted in front. Those needing to access buildings at times when buildings are closed may do so if proper authorization is received by the University Police from a responsible faculty member or administrator. Employees are given the keys that are necessary for them to complete their work assignments. Keys are assigned and collected daily from employees who require keys only during working hours.

Additionally, outdoor lighting is surveyed on a monthly basis and repairs are made in a timely manner. Trees and shrubbery are regularly trimmed so that exterior lighting is not blocked and walks and entrances are kept clear. Landscaping is maintained to minimize security risks.

What are Blue Light phones?

A The University Police monitor the University’s Emergency Blue Light System to facilitate reporting of emergencies. The Blue Light System is an interactive voice communications system which, when activated, automatically relays the geographical location and phone number of the caller to the University Police Communication Center. There are 21 strategically located emergency phone stations, 16 on main campus and five on East Campus, identified by a yellow box with blue lights on top. Should any member of the University community have a need to use this emergency system, all they need to do is press the red button on the yellow box and listen for the communications operator.

Q What is the policy on student parking at Salisbury?

A All University faculty, staff and students and others who work on campus who operate or park a motor vehicle of any kind (car, truck, motorcycle or moped) on campus (day or evening) must register their vehicle(s) with the University Police, Monday-Friday, 8 a.m.-5 p.m. (fall/winter/spring) and Monday-Friday, 8 a.m.-4:30 p.m. (summer). Campus is defined as any property owned, leased or operated by SU.

Vehicles parked on campus must be registered within seven business days after the start of the academic term.

All vehicles must be registered in the name of the person who will be operating the vehicle on campus. The state vehicle registration and one’s driver’s license are required at the time of registration.

A $75 or $110 fee will be assessed to all individuals registering their vehicles. Vehicles registered for only the summer semester will be assessed a $20 fee.

The responsibility of displaying the permit rests with the individual who was issued the permit. A permit is valid only when displayed properly. The hang-tag must be hanging on the rearview mirror or affixed to the windshield behind the rearview mirror and the permit number must be visible from outside the vehicle. Students’ permits may not be transferred to other students (or their vehicles).

Decals may be purchased in lieu of the hang-tag style permit. Decal-style permits must be affixed to the lower left corner (driver’s side) of the windshield.

Failure to transfer a permit to another vehicle for temporary use requires obtaining a temporary permit for that day. A temporary parking permit is issued by the Parking Services Office. The temporary permit must be displayed on the lower left side (driver’s side) of the vehicle’s dashboard so that it is visible through the windshield. WRITTEN PERSONAL NOTES PLACED ON THE VEHICLE WILL NOT BE HONORED.

If the originally issued permit is lost or stolen, it must be reported immediately to the University Police prior to being able to purchase a replacement. The replacement fee is the same amount as the original fee.

If there is any circumstance in which a registered vehicle is sold or replaced due to an accident, the driver must remove the permit and advise the Parking Services Office of the new vehicle information within 10 days. Failure to do this will result in the need to purchase a replacement permit.

Permits are valid from the date of registration through August 31.

The motorcycle permit fee is not discounted. Motorcycles and mopeds are not considered officially registered until the decal is affixed to the outside fork.

The purchase of a parking permit does not guarantee a parking space. Lack of space is no excuse for parking illegally.

Individuals may obtain a special permit from the Parking Services Office allowing them to park in spaces reserved for the medical permit holders. Requests must be submitted in writing along with a physician’s note stating the length of the time (must be less than three weeks) the special permit will be needed. Anyone with an injury that requires a permit for three or more weeks must apply for a temporary handicap parking placard through the Motor Vehicle Administration.

Bona fide visitors MUST display a visitor parking pass. Visitors may obtain visitor passes free of charge online at www.salisbury.edu/police/parking or from the Parking Services Office. Visitors may park in the lot designated for visitors in front of
Holloway Hall or any legal space designated for red, green, blue or gold permits. Visitors are responsible for all parking violations on campus. If ticketed for “Failure to Register Vehicle,” complete the back of the ticket and return it within 10 days. The first ticket for this violation may be mailed to Parking Services along with a copy of your driver’s license and vehicle registration. Visitors are responsible for payment or adjudication of any subsequent parking citations they may receive while on campus. A person is not a visitor if he or she is a currently registered student.

A limited number of freshman resident students are permitted to register a vehicle. This permit allows parking in Dresser Lot A only (located at the corner of Avery and S. Division streets). However, parking is permitted on the main campus during the times of unrestricted parking (weekends).

This individual shall coordinate University and community resources to save lives, protect property and provide for the continuity of University operations.

The line of succession for emergency operations shall be established by the president and may vary dependent upon the type of emergency and the availability of executive staff members.

Salisbury University’s Public Relations Office will serve as the conduit for information on and off campus during a designated campus emergency. In the event of an emergency situation, the campus will be notified by using the following:

- Emergency Notification System (register through GullNet)
- University e-mail
- Postings on the University Web site
- Campus signs in buildings
- Campus media outlets including WSCL/WSDL Public Radio Delmarva, WXSU Student Radio, five campus television cable stations (located in the residence halls, the Guerrieri University Center, Caruthers Hall and selected offices)
- Public access television (PAC 14)
- All local, commercial media

For more information on specific emergency procedures, visit the University Police Web site at www.salisbury.edu/police/emergency.
Q: What health services does the University provide?
A: Salisbury University Student Health Services (SHS) provides primary health care for illnesses and injuries. Services include, but are not limited to, medical and women’s health, immunizations, allergy management and desensitization, nutrition counseling, and health promotion. SHS also offers a self-care center for treatment of minor illness/injuries free of charge. SHS is able to monitor chronic health conditions and coordinate care with providers at home. The qualified staff diagnoses and treats medical conditions, orders diagnostic testing such as blood work and x-rays, and provides referrals for specialty care.

The SHS staff includes five nurse practitioners and a licensed practical nurse. Physician services are provided on a daily basis in SHS by Emergency Services Associates, the physician group that staffs the Emergency Department at Peninsula Regional Medical Center, a local regional trauma center located less than five minutes from the University.

Q: What immunizations are required for my student?
A: Salisbury University requires all students, regardless of age, to provide verification of up-to-date immunizations to measles, mumps and rubella (MMR), a PPD (skin test for tuberculosis) within the last year, and an up-to-date tetanus/diptheria or Tdap vaccine. Maryland law requires that all enrolled students, graduate or undergraduate, who reside in campus housing have a meningococcal vaccine or a signed waiver on file at SHS. While physical examinations are not required for admission to the University, a student must complete a health history questionnaire prior to receiving treatment at SHS. There are several immunizations that are recommended for students which are listed on the health history questionnaire. Athletes participating in intercollegiate athletics will receive separate information from the Athletic Training Office.

Q: What should my student do in case of a health emergency?
A: For medical emergencies, call an ambulance at 911. Call 410-543-6222 to obtain assistance from University Police. On-campus students should notify the resident assistant or building director as soon as possible.

Q: What should my student do in case of illness or injury after hours?
A: For urgent medical situations when SHS is not open, contact University Police at 410-543-6222. Residence Life has an on-call staff, as does the Division of Student Affairs. There are two urgent-care centers in Salisbury and transportation in urgent situations can be provided through University Police. Students can follow up in Student Health Services for any condition that is treated at an off-campus facility within the time period recommended by that facility.

Q: What credentials does Student Health Services have?
A: SHS is accredited by the Accreditation Association for Ambulatory Health Care Inc.

Q: What are the fees associated with Student Health Services?
A: A patient visit fee of $5 is charged for each visit. You may contact SHS for a list of elective services offered and associated fees. Fees for elective services are also on the SHS Web site.

Q: Should my student have health insurance coverage?
A: It is strongly recommended that students carry health insurance to cover medical expenses incurred outside of SHS such as prescriptions, referrals, medical laboratories, emergency room care and hospitalization. If your health care coverage is provided by a health maintenance organization or managed care program, you should determine what coverage is available while your student is outside the network.

Q: Are parents able to access their student’s medical information?
A: Student medical records are strictly confidential and protected by the Health Insurance Portability and Accountability Act (HIPAA). Information cannot be shared with anyone without the written consent of the student.

Q: If a student cannot attend classes because of illness, accident or family emergency, who should be notified?
A: Student Health Services does not routinely provide “sick notes” for students. In the case of serious illness or injury, or in the event that a student misses classes for family reasons, the Office of the Vice President for Student Affairs handles notification of faculty. That number is 410-543-6080.
Q What services does Student Counseling Services offer?
A Individual and group counseling are offered to assist students in dealing with a variety of psychological concerns including depression, academic difficulties, relationship concerns, anxiety, eating disorders, identity confusion, and loss and family concerns, among other things. Other services include crisis intervention, consultation, workshops and educational programs, and online resources.

Q What are the hours of operation?
A The Student Counseling Services office is open 8 a.m.-5 p.m. Monday-Friday. Summer hours are 8 a.m.-4:30 p.m. Monday-Friday.

Q Are there any costs for services?
A There are no additional fees for counseling or related services.

Q How can my student schedule an appointment?
A To schedule an initial consultation session, students should call Student Counseling Services at 410-543-6070. In most cases, the student and counselor will determine subsequent meeting times at the end of the initial session.

Q Where is the Student Counseling Services office located?
A Student Counseling Services is located on the second floor of Guerrieri University Center, Room 263. Contact the office at 410-543-6070 for directions.

Q What should be done in case of an emergency?
A Students in crisis during office hours may be seen on a walk-in basis. Calling ahead to notify counseling staff will expedite getting in to see a counselor. After hours, students can call University Police at 410-543-6222 and ask to speak to a counselor.

Q What are the special interests and qualifications of the staff?
A Staff interests vary and include an interest in and commitment to working with college students. More details about clinical staff interests may be viewed the Student Counseling Services (SCS) Web site link “Meet Our Staff,” SCS staff currently includes a psychologist, a social worker, two counselors and graduate interns.

Q How do I get help for my student?
A While the choice to seek counseling is an individual decision, Student Counseling Services staff can provide consultations to family and friends who may be concerned about the mental health and behaviors of a student. Consultations are available by phone and appointment.
Q: May friends or family schedule an appointment for someone other than themselves?
A: Students seeking counseling services must schedule their own appointments.

Q: Are parents notified of appointments and other treatment services for their child/student?
A: All client contacts and information obtained in the course of treatment is confidential. No information will be released without the written authorization from the client, except in the rare cases of imminent danger or as required by law when there is a suspicion of child abuse, elder abuse or a court order. While information is not released outside of Student Counseling Services without written permission, staff may confer with each other in order to improve the quality of our services.

Q: How can my student receive medication?
A: Student Counseling Services does not provide prescription services. However, counseling staff work closely with Student Health Services and will provide an initial evaluation that may assist with a medication evaluation. More complex symptoms may require psychiatric services from a provider in the community.

Q: Is group therapy offered?
A: Yes, group is often the preferred mode of counseling with students because it allows them to share similar concerns and feel supported by others in a safe environment and at the same time learn effective communication and enhance interpersonal relationships. Please contact the Student Counseling Services office for more details about times, date and location of group.

Q: Are there any online resources available to students and their families, faculty and staff?
A: Yes, online resources are available by visiting the Student Counseling Services Web site. Online resources include mental health screenings and address topics including, but not limited to, mental health disorders, study skills and wellness. The Web address is www.salisbury.edu/counseling.
**Q. What are the steps for seeking accommodations for a disability?**

**A.** Students seeking eligibility for accommodations must complete a three-part process. It is recommended that students request accommodations a minimum of five weeks prior to the onset of their first semester; however, students may submit update documentation, request accommodations and request modifications to accommodations at any time during their enrollment at the University.

**Step 1:** Students should provide the Office of Student Disability Support Services (OSDSS) with quality documentation of their disability. Such documentation should be issued by a licensed professional whose credentials correspond with the type of disability being reported. Documentation should be dated, presented on letterhead and signed by the evaluator. Documentation should include a description of the diagnostic criteria, or testing, on which the diagnosis was based. The date(s) on which the diagnostic testing was administered and/or the date on which the diagnosis was made should also be indicated in the documentation. Documentation should include a clear diagnostic statement and information regarding the impact that the disability has on the student’s major life activities. In most cases, documentation should be no more than five years old.

**Step 2:** Students should complete and submit an OSDSS Intake form. Upon request, students can receive these forms via U.S. mail, e-mail, fax or in person, and students may return them in any of the previously mentioned ways.

**Step 3:** Students need to set up a conference with the OSDSS coordinator. At this meeting, the student and coordinator discuss the student’s accommodation plan, strategies for a successful academic career, and campus resources and services.

**Q. My child is transferring from another college/university, so can their “old school” have their accommodations transferred to SU?**

**A.** Transfer students must follow the same process as any other student when requesting accommodations. All students requesting accommodations should complete the three steps described here to ensure they receive the appropriate accommodations at Salisbury University.

**Q. How can the OSDSS assist students who have temporary disabilities?**

**A.** Temporary medical conditions such as broken bones, short-term illnesses, and recovery from surgery and common medical conditions are generally not regarded as disabilities and, as such, do not fall under the auspices of the Americans with Disabilities Act of 1990, yet the University recognizes that these conditions may have a negative impact upon the academic career of the injured or ill student. As such, the OSDSS can assist students as they manage their academic careers during a time of temporary illness or injury. If a student with a temporary disability seeks academic accommodations through the OSDSS, they will need to submit documentation of their temporary illness or injury as outlined above. Other related campus resources include the Student Affairs Office, Student Health Services and Student Counseling Services.

**Q. What services do you offer to students with disabilities?**

**A.** Services offered by the Office of Student Disability Support Services include those related to exam accommodations, alternative media, sign language interpretation/transcription, assistive technology training, voter registration assistance and counseling services.

**Q. My child received an IEP in high school—will that automatically transfer to SU?**

**A.** A school plan such as an Individualized Education Plan (IEP) or a “504 Plan” is useful in understanding a student’s prior academic experiences and may or may not meet the documentation guidelines established by the University (see Step 1). Because these documents vary greatly from school system to school system, students are encouraged to submit these documents to the OSDSS, where they can be reviewed, by staff, and evaluated on a case-by-case basis.
What events or programs are put on by the Guerrieri University Center?

The GUC Events! staff puts on a variety of different programs for Salisbury University students. Cooking classes, such as sushi rolling and stir-fry, both entertain and educate students. Crafts like fuse beads, bracelet making and cookie decorating provide students with the chance to take a minute in their busy schedules for themselves and create something beautiful. GUC Events! hosts ping-pong and billiard leagues and also holds tournaments at the end of the semester. Check www.salisbury.edu/guc/events.html for a schedule of events. Commuter Connections is another excellent program sponsored by the GUC. Commuter Connections provides activities and services for SU’s commuter students. Visit their Web site at www.salisbury.edu/commuters.

What is the Fireside Lounge?

The Guerrieri University Center Fireside Lounge provides a comfortable place for students, staff, faculty and guests to relax. Cozy furniture, flat-panel televisions, video games (which are available from the Information Desk) and computer terminals are available for everyone to use. The Fireside Lounge also boasts two billiards tables, table tennis and foosball. Student organizations can meet by the fireplace for weekly meetings. Students can study in secluded study tables. The lounge is open 8 a.m.-midnight Monday-Saturday and noon-midnight Sunday.

What services are offered by the University Center Information Desk?

The Guerrieri University Center Information Desk is an on-campus resource available to all students. The Information Desk can provide the following services:

- Discounted movie tickets for $7.50 each are available to the SU community and can be used at the Regal Salisbury Stadium 16
- Laminations
- Wristband/ticket Sales for Student Organization and Cultural Affairs Events
- Fax services (send and receive)
- Lost and found
- Up-to-date list of off-campus Housing (also available online at www.salisbury.edu/offcampushousing/sbylandlords.asp)
- “Looking for Roommate” bulletin board forms. The Roommate Bulletin Board is for the use of SU students only. Any student who is looking for housing or who has already obtained housing and is looking for a roommate may post a form on this board. The “Student Looking for Roommate(s)” form can be obtained from the Information Desk.
- Bulletin Boards - For sale/volunteer opportunities/employment, SU events, transportation etc.
- Maps and directions for University buildings
- University bus schedule
- Schedules of on-campus and University events
- Bicycle locks - $23.97 plus tax each
- Postage stamps
- Mail Collection (8 a.m. and noon)
- Game check out - billiards, ping-pong, chess, various board games, foosball and video game systems are all available to rent by the SU community. Students requesting to check out an electronic game system must first fill out the Registration and Liability form.
- Overall information to the Salisbury community at large

How can the Guerrieri University Center assist my student in finding off-campus housing?

Visiting www.salisbury.edu/offcampushousing is a good place to start. On this Web site, students can find landlord/tenant law and Salisbury Municipal Codes. Helpful links include electric, cable, gas and phone companies which students may have to contact for utilities when moving into a new place.

The Resource for off-campus housing rentals is located at www.salisbury.edu/offcampushousing/sbylandlords.html and is also available in hardcopy at the Information Desk. This is a list of contact information for different landlords throughout the Salisbury area.

Also, the Information Desk runs the “Looking for Roommate” bulletin board. The roommate bulletin board is for the use of SU students only. Any student who is looking for housing or who has already obtained housing and is looking for a roommate may post a form on this board. Questions can be directed to the Information Desk by phone at 410-543-6006 or by e-mail at infodesk@salisbury.edu.
Q. What is the Center for Student Achievement?
A. With intentional collaboration between Academic Affairs and Student Affairs divisions, the Center for Student Achievement seeks to identify, develop and implement, as well as enhance, critical academic success programs that serve to maximize Salisbury University students’ potential for scholarly achievement and success. Moreover, the Center for Student Achievement addresses individually the needs of those students who face unique barriers to success, academic achievement and degree attainment. Guided by an advisory committee comprised of faculty and key administrators, a range of ongoing strategies will be examined to best meet the needs of SU students.

Q. What services does the Center for Student Achievement offer?
A. Specific services offered by the Center for Student Achievement include, but are not limited to, those listed here:

- **Academic Recovery Program/Supplemental instruction** – Assist students who have been placed on academic probation in reestablishing academic stability. Provide academic support for courses commonly known or understood to be traditionally difficult.

- **Achievement Strategies** – Students participate in seminars that focus on improving study skills, note-taking strategies, test taking and time management.

- **Advising** – The center provides additional course advising for students with undeclared majors as well as for those with imposed academic restrictions.

- **Early Intervention Program** – The program targets students experiencing academic difficulty during mid-semester reports.

- **Leadership Development** – Through a leadership workshop series and leadership challenge (portfolio program) students have an opportunity to develop individual and team leadership abilities.

- **Learning Styles** – With support from the Faculty Advisory Committee, workshops are offered for faculty and students regarding learning styles and teaching strategies.

- **Professional Preparation** – Public speaking and presentation skills workshops are held and support preparation for entrance examinations to graduate and professional schools are provided.

- **Retention** – Assessment and monitoring retention among student users as well as special student populations is provided.

- **Testing** – In collaboration with various departments, placement testing and pre-test workshops are provided.

- **Tutoring** – Students may receive tutoring in a number of courses not currently offered by academic departments. Additionally, they may receive referrals regarding additional tutoring resources available on campus.

- **Undergraduate Research** – Undergraduate students opportunities to participate in research with faculty and/or peers are expanded and enhanced.

Q. Who can utilize the Center for Student Achievement?
A. The Center for Student Achievement is open to all undergraduate and graduate students.

Q. Does my student need an appointment to use the Center for Student Achievement?
A. Students can visit on a walk-in basis during posted office hours. Students can also make one-on-one appointments to meet their specific needs.
Q: How can the University Writing Center help my student with an assignment?

A: The staff at the writing center is trained to help writers working on a wide array of assignments such as lab reports, research papers, reviews, lesson plans and much more than just English papers. We are here to help students in all disciplines.

The writing center serves to engage, encourage and improve students’ writing. Staff members will go through the writing process with students so that in the future they can use the skills they obtain here. The staff help students with many other things besides proofreading—like brainstorming, creating a thesis, organizing a paper and much more.

Additionally, staff can work with students in small groups. For group projects, however, it is recommend that all group members attend the writing center session simultaneously. Sessions are highly interactive—if one group member is designated to bring a paper to the writing center, that group member may not be equipped to answer all of the questions that come up during the writing center consultation.

Q: How do I know that the consultants will be able to help my student?

A: The consultants at the center have been selected for their strong writing skills. They also have been through extensive training, making them familiar with many different types of writing. It is possible to request a certain consultant if that consultant is available during the time your student wishes to meet.

Additionally, if a student wants to work with a consultant who has a background in a certain subject area, consultants represent a variety of majors and minors—not just English.

Q: When should my student visit the University Writing Center?

A: At any stage in the writing process. Students do not need to wait until they have a full draft written. In fact, many students find it useful to visit the writing center as soon as they get a paper assignment. Frequent writing center visits can help your student avoid procrastination.

Q: Are appointments required at the University Writing Center?

A: We do accept walk-ins, but appointments are recommended. If a student would like to meet at a specific time, an appointment can be made with the writing center by stopping by or calling 410-543-6332. Keep in mind that each session lasts about 30 minutes. If a student has a very long paper and does not think that the 30-minute session will be enough, they can just mention it when they come in, and the writing center staff will try to make arrangements for an extended session. As a guideline, papers that are more than seven pages in length typically require an extended session.

Q: How can my student prepare for a visit to the University Writing Center?

A: Students should please give some thought to what they would like to focus on during their session. This will give the student and his or her consultant a starting point for the consultation, and it will help make the most of the 30-minute session. Also, a hard copy of the student’s work-in-progress is helpful when attending a session (although the center does have a few computers and a printer that may be used). It is also useful to bring along a copy of the prompt or the assignment if the professor gave one.
Q. What services are offered through Career Services at Salisbury?

A Career Services provides comprehensive services to current students and alumni. Its goal is to help students make a successful transition from education to the world of work. Services provided include:
- Career advising
- Choosing a major and minor
- What can I do with my major?
- On-campus student job listings
- Internships assistance
- Career positions after graduation
- Online database of employers and job openings
- Graduate school information and assistance
- Job fairs
- Network of alumni mentors
- Resume reviews on a walk-in basis
- Career planning class

In addition, Career Services also offers a host of activities and workshops throughout the year. Some of these workshops include:
- How to Interview, Successful Students Stories
- Resume Workshop
- The GAP Year
- Salary Workshop
- eRecruiting Workshop
- Working for the FBI
- How to Approach a Job Fair
- Preparing for Advisement and Program Planning
- Leadership Workshop
- Summer Job Opportunities

Q. Can students work on campus?

A Salisbury University employs over 1,000 undergraduate and graduate students each semester. Employment opportunities are offered to students primarily to help defray the cost of attending the university. In addition to earning money, students enhance their academic pursuits through the learning of skills, responsibilities, habits, attitudes and processes associated with employment.

Career Services coordinates student employment at Salisbury University by acting as a facilitator for students seeking employment and departments requiring part-time employees. Career Services is committed to providing a valuable working/learning experience for students and offering a worthwhile service to departments seeking student employees.

The information here outlines current policies and procedures for students. The policies and procedures do not apply to financial aid/work study and graduate assistantships. Information for those programs is available at the Financial Aid and Registrar’s offices.

Students seeking on-campus employment need to visit Career Services where the available jobs are advertised. There are a limited number of positions on campus and a large number of students who apply. Because of the competitiveness of the job situation, students are encouraged to visit Career Services or look online and review the job openings frequently. Job openings change as departments place and remove ads depending on personnel needs. Vacancies are greatest the first week of each semester, and this is when most jobs are advertised; however, a few jobs become available throughout the semester. If a student is hired, the department completes a contract for the student. Contracts are typically written for a complete academic year. However, contracts for specific employment periods are also permitted. A contract is written for each job a student has on campus. All paper work is completed at the hiring department. To be able to work on-campus, students must complete an Employment Eligibility Verification form (I-9). Students are expected to produce a selection of original documents. This includes, but is not limited to, an original Social Security card, an original birth certificate or passport.
Q When should a student visit Career Services?
A Your student is welcome any time in Career Services in Guerrieri University Center Room 133. Staff visit every orientation class and invite the students to come to and use Career Services. Typically students come in during their first or second year as they begin to explore major and minor options or desire some career testing and advice. Some students choose to enroll in GENL 110-150 a Personal Career Planning two-credit course taught in Career Services.

During the junior and senior year students come to Career Services to participate in various workshops such as:
- Resume Writing
- Interviewing Preparation
- Working for a Non-profit
- Job Hunting in Today’s World

Students also research internship possibilities, research companies and participate in on-campus interviews with employers.

Throughout all their years at Salisbury University, students who want to work on campus come to Career Services to access the listing of openings and then to finalize their paper work. Encouragement from parents helps students come earlier and more often to Career Services.

Q Why should my student get an internship?
A Internships are often the beginning of successful careers for students. The majority of internships are taken for academic credit and the academic department finds the intern site, approves the internship and supervises the intern. Alternatively, students find their own internships and then get approval from the appropriate faculty member. Career Services compiles information that helps many students locate internship possibilities. Every week, juniors are e-mailed an “Internship Alert Digest” that outlines all of the available internship opportunities posted that week.

Q What should my student do about graduate school?
A Attending graduate school immediately after graduation may be an option students are considering. If so, careful reflection their reasons for wanting to continue with their education will help to ensure they make a sound decision.

If your student has a clear sense of what career he or she want to pursue, and if an advanced degree is required for entry into that field, then graduate school is the right choice. Law, medicine and college or university teaching, for instance, are areas in which education beyond the baccalaureate level is required. Or, if your student wants to become immersed in the study of a particular academic discipline purely for the love of it, and would never forgive themselves if he or she did not at least give it a try, then advanced study will probably turn out to be a satisfying and valuable experience.

For most college graduates, however, the decision on whether to return to school will not be as clear-cut. Unsure of career interests, students may regard the campus as a sheltered place in which to “find themselves.” While this view is common and acceptable for undergraduates, it can present a real problem at the graduate level where students are expected to have clearly defined interests leading to an area of specialization.

A convincing argument can be made gaining work experience related to a student’s interests before entering graduate school can lead to a more effective graduate program. First, related work experience will help students clarify ambiguous career goals. Graduates will find out what it takes to be successful in a given profession, and they can then assess their abilities accordingly; this knowledge should help students decide upon an area of specialization. Second, the perspective, learning and maturity acquired from practical experience can be applied to the theoretical concepts promoted in graduate school studies and should increase a student’s understanding of them.

Deciding to attend graduate school is not a decision to be made hastily or with a limited information base. Making an informed decision about pursuing a graduate degree requires in-depth self-assessment combined with long-term goal setting. Before applying for further study, students need to be aware of the working conditions, employment prospects, and physical and mental requirements of the field they plan to pursue. Second, the more immediate demands of the components of a graduate school experience, research, coursework, papers, teaching, etc., must be considered. When giving consideration to these issues, students must look for a match between these demands and their interests, needs, skills and career goals.

Q What job possibilities exist?
A Job possibilities exist for all students. Something that may be surprising is that of the over 200 employers that actively recruit at Salisbury University, over 60 percent do not specify a major when recruiting. That is, they want an educated person—a particular major is secondary. Research conducted by the National Association of Colleges and Employers shows that all employers want general skills such as technological competencies, interpersonal and communication skills, etc.
I Ensure your son/daughter knows general work experience is paramount to overall career success. Students can get one of 1,000 jobs available on campus that build skills.

I Give career-friendly presents to your son/daughter, especially in their last year. Things like a nice pen, a new tie, dress shoes, a suit or a leather notebook can really help a student’s confidence during the process.

I If graduate school is in the near future, tell your student that grades count. To get into a good graduate program a minimum GPA of 3.0 is needed—and freshman grades count too.

I Help your student acquire technological skills. Computer competencies are a must no matter what career path is followed.

I Serve as a network contact for your son/daughter. Offer encouragement to your student to approach your colleagues, friends, neighbors and coworkers and ask for information and request experience related to his or her interests and career path.

I Send your students to Career Services. Encourage them to come in to make an appointment, research various careers, complete a career assessment or get assistance in choosing a major. Learning where Career Services is and how it can assist will be very helpful to your student’s career success. A national survey of students indicates that career centers truly do help!

Additionally, students are often served very well by attending job fairs. Career Services hosts several job fairs on SU’s campus. Career Services also list many job fairs hosted by others in various locations. In addition, job alert e-mails advertising open positions are sent to targeted senior students.

Q What can I do to encourage my student’s future employment?

A Here are some tips to help you work with your student on ensuring future career success.

- Encourage involvement on campus. Whether your son or daughter chooses to play sports, join a club or participate in intramurals activity, this level of activity can show future employers leadership potential, time management skills and the willingness to go the extra mile—traits all employers covet.

- Push volunteering. Volunteering, particularly in something that relates to a chosen career path, again demonstrates to future employers a student’s abilities and skills in the “real” world.

- Support your student’s choice to study/travel abroad. The experience gained from being overseas is critical in today’s global economy.

- Make sure your student knows the paramount importance of internships. Nationwide, 40 percent of all interns eventually end up working for the organization in which they interned. Faculty and Career Services assist students in making an internship a reality.
Q How does Salisbury University promote diversity?
A The Office of Diversity and Multicultural Student Services guide the diversity initiatives of the University in order to support the educational benefits of a diverse community. These offices are responsible for guiding the University’s diversity efforts through various initiatives which support the mission, vision and values of the University. These initiatives enhance the campus climate, curriculum and co-curricular activities.

Q What is Multicultural Student Services?
A The primary function of Multicultural Student Services is to assist Salisbury University’s multiethnic student population with their environmental adjustment task. Specifically, this is accomplished by maintaining open lines of communication with faculty and staff, and systematically assessing the needs and campus experiences of the student population.

Services and programs provided reflect SU’s ethnic students’ interests and concerns, and serve to enhance the intellectual and multicultural experiences of all students. Activities sponsored represent an institutional commitment to create and foster an environment that values diversity while encouraging an appreciation and respect for differences.

Q What services are provided by Multicultural Student Services?
A Multicultural Student Services provides the following services to undergraduate students:
- **Faculty Mentor Program** – Faculty, staff and administrators are assigned to work as mentors to undergraduates and provide guidance and enrichment opportunities.
- **Peer Mentor Program** – Upper-class students are selected to serve as mentors and provide assistance in helping new students adjust to the SU campus.
- **Early Warning System** – The Early Warning System (EWS) is a volunteer program designed to assist freshmen in their transition from high school to college.
- **African-American Visiting Scholars Program** - This program brings to campus African-American scholars from an array of disciplines to expose the faculty, staff and students to minority scholars who have made a tremendous contribution to academy.
- **Student Scholars Program** – This program is designed to recognize those African-American students who have performed extremely well academically each fall and spring semester. As part of the program, the honorees are awarded a certificate and recognized as part of the Visiting Scholars Program each year.
- **Resource Library** – The African-American Resource Room is a repository of books, videos and magazines specifically oriented to the African-American experience. Faculty and students use it as a ready resource for research and information. Materials can be checked out by calling Multicultural Student Services.

Q How does the Early Warning System work?
A The EWS program has four primary objectives:
- To assist students in identifying available resources
- To assist students in accomplishing their academic goals
- To assist students in conducting self appraisal of their academic performance
- To increase the contact between students and their professors

Students’ participation in this program gives them an accurate appraisal of their progress in classes. In addition, it keeps them informed of workshops and programs of interest that assist in their success at the University. Make an appointment by calling 410-548-4503. All sign ups should be completed by September 14.

Q What campus activities and events are sponsored by Multicultural Student Services?
A Many clubs and organizations on campus are supported by Multicultural Student Service. These include, but are not limited to:
- Asian Pacific Islanders Club
- Untouchables Dance, Inc.
- Fashion 4 Fashion
- The TRUTH
- SU Step Squad
- Union of African-American Students
- African Students Association
- Muslim Student Association
- SU Gospel Choir
- National Association for the Advancement of Colored People (NAACP)
- Casser Le Moule
Q. How do students become involved in campus life?
A. The best way for a student to begin to get involved on campus is to visit the Student Activities Fair held at the beginning of each semester. The Student Activities Fair hosts members from the clubs and organizations on campus and is the chance for new (and returning) students to see what’s available to them. Students can meet with members of clubs and organizations to see if the activity is right for them. They can also learn about club meeting times and locations. All first-year students are required to attend the fair as part of their orientation.

The other way for students to get involved is to attend the many campus events put on through the Student Activities, Organizations and Leadership Office. Students have the opportunity to get out of their rooms, take a break from studying and get to know their fellow SU students.

Q. How many clubs and organizations are on campus?
A. Salisbury University has over 100 clubs and organizations on campus. These include general interest groups, academic, educational and professional organizations, religious groups, and sports and recreation clubs. There really is something for everyone. The best thing for students is that if they are interested in something and a club doesn’t already exist, students can form one!

Q. What is there to do on campus?
A. There are plenty of things for students to do on campus. SOAP (Student Organization for Activity Planning) offers opportunities for students to get involved in campus life. This group provides on-campus movies every weekend as well as lectures, comedians, concerts and trips throughout the semester.

Q. What is the Scarborough Student Leadership Center?
A. The mission of the Scarborough Student Leadership Center (SSLC) is to engage students in developing a personal philosophy of leadership that includes understanding self, others and community. The leadership development program is multifaceted; the goals are to recognize every member of the community as a potential leader, to provide students opportunities to practice leadership, and to empower students to understand and realize their civic responsibilities.

The offices of the Greek social and Greek honorary organizations are housed in the SSLC. The 8,300-square-foot facility includes a ritual room, board room, the Hargreaves Leadership Library, catering kitchen, conference room and classroom.

During the first three weeks of each semester, preference for room reservations in the Scarborough Student Leadership Center is given to students and recognized student clubs and organizations. Those recognized student groups interested in meeting in the SSLC are encouraged to plan ahead and make reservations prior to or during the first three weeks of the semester. From that time forward, reservations are open to all students, faculty and staff on a first-come, first-served basis. Academic classes, however, are not be scheduled in the SSLC. The SSLC is open 4-10 p.m. Sunday, 8 a.m.-10 p.m. Monday-Thursday, 8 a.m.-5 p.m. Friday and by special request on Saturday.
Q: What does it cost to join a fraternity or sorority?

A: You may have heard the cliché that Greeks “buy their friends” or that fraternities and sororities are only for “rich kids.” Nothing is farther from the truth. The Greek experience should be looked at as an investment in your student’s future. Like any national organization, there are bills to pay and costs of membership. All collected dues go toward activities, programs, insurance and services that will positively impact your student. The reality is that membership in a Greek organization is quite affordable. In fact, less than 2 percent of an average college student’s expenses go toward fraternity and sorority membership. In the first year of membership, a few one-time initiation fees are assessed. After that, regular semester dues generally average about $200-$300, depending on the chapter. Most organizations offer a variety of payment plans and billing options and will supplement their income with fundraising projects. Additionally, national fraternity and sorority headquarters offer millions of dollars in scholarships and educational grants to deserving Greeks each year.

Q: How does a student join a social or service fraternity or sorority? How long is the new member education process?

A: Salisbury University practices a “deferred joining” policy, which prohibits first-semester freshmen from pledging a Greek organization. To be eligible, a potential new member must:
- be a regularly enrolled, full-time student at Salisbury University
- have earned at least 12 college credits
- have at least a 2.3 college GPA

However, students may participate in the recruitment process at any time. Commonly referred to as “rush,” fraternity and sorority recruitment activities and events occur both formally and informally throughout the year. Recruitment is an opportunity for students to learn more about each organization and get to know the members. Similar to how your student researched, visited and chose to attend Salisbury University, he or she should also seek out an organization that is the best fit for his or her values, personality and interests. This is a mutual selection process; and therefore, students are encouraged to keep an open mind. They should explore as many chapters as possible in order to make an educated decision and evaluate each organization on merit.

All Greek new members participate in a designated orientation or education period, which may also be referred to as intake or pledging. During this process, new members attend weekly meetings to learn about organizational history and the SU Greek system, developmental workshops, community service projects and social activities designed to build camaraderie among new and initiated members. Depending upon the specific organization, this pre-initiation period may last anywhere from two-eight weeks. The program should follow the National Fraternity/Sorority Model, all applicable University policies and be published in advance. Recently, fraternities and sororities have placed a greater emphasis on continuous membership development after initiation and throughout a Greek’s college career.

Q: Will my student be hazed if they join?

A: All new members participate in some form of orientation and education period. Hazing has no place at this University or in any legitimate Greek organization. Hazing is prohibited per the University Code of Conduct, national fraternity/sorority headquarters policy and Maryland state law. Consent to hazing is not an acceptable justification or legal defense. Salisbury University seeks to promote a safe and secure environment where the rights and dignity of all community members are respected. New and initiated chapter members are provided with relevant hazing information and educational resources to eliminate its practice.
Q: Why should my student join a fraternity or sorority?

A: Fraternity and sorority membership offers a “one-stop shopping” experience that enhances your student’s Salisbury University co-curricular resume. No other academic program, activity or campus office can offer a student the complete package of:

- a home-away-from-home
- a supporting community of caring brothers and sisters
- life-long friendships
- a values-based organization that stresses moral and ethical self-development
- history and traditions
- leadership and team-building experience
- academic support and resources
- opportunities for volunteerism and civic engagement
- intramural participation
- awards and recognition
- career networking with alumni from across the country
- national conventions and leadership conferences
- never a dull weekend

Q: What can I do if I’m reluctant to let my student join an organization?

A: If you still have concerns or questions about your student joining a fraternity or sorority, there are many people who can answer them. There are numerous undergraduate leaders, alumni, fraternity/sorority national headquarters staff, University administrators and even other parents who are willing to share their personal insights and experiences.

Q: How accurate is the media’s portrayal of fraternities and sororities?

A: Fraternities and sororities were founded as values-based organizations. The majority of chapters and Greek members across the country live these values on an every day basis. Unfortunately, most only seem to hear about the minority of groups who continue to perpetuate the Animal House stigma or have put someone in harm’s way. There are some great chapters on every college campus that are hard at work debunking these negative stereotypes. At SU, fraternities and sororities are held accountable for behavior that is not consistent with the University Code of Conduct or the values of the national organization.

Q: Who is actually “in charge” of each organization?

A: In business terms, think about each chapter as a local franchise of a national corporation. Undergraduate members are elected to officer positions and manage the day-to-day operations of the organization. These officers are assisted by members serving on committees and by alumni serving as advisors. The national headquarters provides each chapter with oversight, support and guidance through paid professional staff and regional volunteers. Professional college staff are also employed to assist, educate and monitor the activities of Greek organizations at Salisbury University.
Q: What varsity athletic teams are available at Salisbury?
A: Salisbury University hosts a large number of nationally ranked Division III teams. Salisbury student-athletes have the opportunity to get involved in the following:

**Men’s Sports**
- Baseball
- Cross country
- Lacrosse
- Swimming
- Indoor and outdoor track and field

**Women’s Sports**
- Basketball
- Football
- Soccer
- Tennis
- Indoor and outdoor track and field

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Q: How can my student get involved with an SU team?
A: Students who wish to try out for a varsity sport can visit the athletics website at www.suseagulls.com where they can complete and submit a prospective student-athlete form. Students can also download a printer-friendly version of the form and submit it directly to the coach of the sport for which they are interested in trying out.

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Q: What facilities are available for campus recreation?
A: Current full-time students have access to Maggs Physical Activities Center, the University Fitness Club, the pool, intramural fields and the indoor tennis center. Each facility has its own schedule and can be used and reserved by contacting the Campus Recreation Office or the individual facility.

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Q: What is the Campus Recreation Office?
A: The Campus Recreation Office is designed to provide members of the University community opportunities to participate in a variety of recreational activities. These activities encompass team and individual sports, as well as informal programs. In addition to the obvious benefits of physical fitness, participants also improve skills, establish friendships and develop lifelong leisure time habits. The Campus Recreation Office also offers some of the most outstanding collegiate recreational facilities in the Mid-Atlantic region.

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Q: What are intramural sports?
A: The Intramural Program at Salisbury University provides an opportunity for every student to participate in organized recreational competition. Structured leagues and tournaments are offered in a diverse array of sport activities from flag football and softball to sand volleyball and racquetball.

All current full-time students are eligible to enjoy all intramural privileges. Members of the intercollegiate teams are not eligible to participate in an intramural sport (or related sport) in which they are members. Members of SU sport clubs are eligible to participate in a similar sport, but only two per team.
Individuals as well as teams are encouraged to participate in intramurals. Teams are usually formed from residence hall units, student organizations, hometown affiliations and often simply groups of friends. However, if a student wants to play but doesn’t have a doubles partner or doesn’t know enough people to form a team, they can still get involved. All a student needs to do is submit a Free Agent Form to the Campus Recreation Office (Maggs Center Room 146) one day before the particular sport’s entry deadline. The student’s name will be available to any other individual as well as team captain’s looking for players or partners. Staff will either form a team from other free agents or try to get students placed on an existing team.

**Q** How can I support my child’s varsity or sport club team?

A The Department of Athletics and Recreation is able and most appreciative of private donations from the parents and family members of its participants. Gifts can be made via the Salisbury University Foundation, a 501(3)(c) corporation, and are tax deductible. Gifts in the form of cash, stock, real estate, planed gifts as well as gifts-in-kind can directly benefit your child’s program/team. For more information contact the Salisbury University Department of Athletics and Recreation at 410-548-3503.

**Q** Is there risk involved in intramural sports?

A The Campus Recreation Office strives to conduct all activities in the most prudent manner possible. However, due to the inherent risk of accident or injury in any activity, it is the responsibility of each participant to be aware there are assumed risks involved in participation and that participation is entirely voluntary.

**Q** What are sport clubs?

A A sport club is a student organization, registered with the Campus Recreation Office and the Student Government Association that has been formed by individuals motivated by a common interest and desire to participate in a favorite sport activity. Clubs vary in focus and programming since the membership manages the operation of the club. A sport club may be oriented toward any or all of the following: competition, teaching, recreation or socialization.

The Campus Recreation Office assists and coordinates the efforts of most of the sport clubs on campus. All club matters are channeled through and administered by Campus Recreation Assistant Director Wayne Gorrow in the Intramural/Sport Club Office, Maggs Center Room 146B.

The success of the sport club program depends on the student leaders of each club. It is these leaders who must have the initiative and drive to handle club administrative matters and motivate club members to take part in club activities.

Membership in all clubs is open to all SU students, regardless of skill level. Clubs also offer opportunities for those who want to learn a new sport. The following sport clubs currently exist at Salisbury University:

- Cheerleading
- Disc golf
- Field hockey
- Golf
- Ice hockey
- Men’s lacrosse
- Men’s rugby
- Men’s ultimate
- Men’s volleyball
- Sailing
- Women’s lacrosse
- Women’s rugby
- Women’s soccer
- Women’s ultimate
Q Does my student need to bring a computer to Salisbury?

A While a personal computer does add convenience for students, it is not necessary for a student to bring one to Salisbury. SU is host to several on-campus computer labs. Computer labs are located in Blackwell Library, Guerrieri University Center, Teacher Education and Technology Center and Fulton, Henson and Devilbiss halls. There is a Macintosh lab located in Fulton Hall.

Each of the University computer labs grants students access to several forms of software. This software includes, but is not limited to, Microsoft Office (Word, Excel, Access, PowerPoint, FrontPage and Publisher), Visual Studio.Net (Visual C++, Visual Basic, Fox-Pro and Visual Interdev), Internet (Explorer and Netscape), Statistics Programs (Minitab, SAS and SPSS) and faculty recommended/used programs (Anatomy and Physiology, ChemDraw, Civilizations, Learning Plus, Maple, Paper Balance, PowerPrep GRE and Tu Diras).

Lab hours vary by location, date and semester. Labs are generally open 8 a.m.-midnight Monday-Thursday, 8 a.m.-5 p.m. Friday, 10 a.m.-8 p.m. Saturday and noon-midnight Sunday. These times are subject to change. To find out the hours for a particular lab, students can visit the SU Help Desk calendar at www.salisbury.edu/calendar/welcome.html.

Q If my student is going to buy/bring a computer to Salisbury, what should we look for?

A Most current personal computers will connect to ResNet once a 10BaseT Network Card has been installed. Computers should have one of the following as a minimum system configuration. Current versions of the following operating systems and hardware are highly recommended. In addition, all Windows-based computers must be running Windows XP Service Pack 2 or Windows Vista, updated Anti-Virus and Anti-Spyware software. McAfee Anti-virus and Anti-Spyware are available for free from the University. These updates will be made available to students when they first register their computer, if the software is not already installed, for the University McAfee offerings.

Currently, Information Technology (IT) is purchasing the following HP computers for SU labs. Specs are given as means of comparison when shopping for your student’s computer.

**HP DC7800:**
- Intel Core 2 Duo E6550 Processor, 2.33GHz.
- 2.0GB memory
- 160 gigabyte hard drive
- Windows Vista Home basic
- 128MB ATI Radeon X1300 graphics card
- 10/100 Ethernet
- DVD/CD rewritable optical drive
- USB mouse and keyboard
- HP 17” L1750 LCD monitor
- Software installed on campus: Microsoft Office 2003 and McAfee Antivirus, among other programs

**Macintosh**
All of the current Macintosh products that are shipping from Apple meet or exceed SU’s minimum requirements. For those looking to bring an existing Macintosh, IT suggests the following:
- Intel Core 2 Duo or equivalent processor, 2.0 GHz or better
- 1 GB RAM (2 GB or more highly recommended)
- 80 Gigabyte hard drive (120 Gigabyte or larger recommended)
- OS X
- Removable storage (CD-RW/DVD-R super drive or USB Flash Drive recommended)
- 10/100 Ethernet Card (required for network access)
- For laptops, wireless Ethernet 802.11b/g recommended

Keep in mind that the new Macs can run Windows XP as well, either using the dual-boot provided with the latest version of OS-X or through third-party software like Parallels.

**General Purchasing Tips**
IT recommends doing a bit of comparison shopping when looking for a computer. Even on a manufacturer’s site, there may be many deals to be had, with cheaper prices depending on where you look. Always check the main store, the education store and television offers if available on any site. Also, compare and contrast with box retail stores such as Best Buy and Circuit City, and even online retailers such as Amazon.com. With a little savvy shopping, students can usually find a good deal.

Most computer companies offer several “flavors” of a computer, going from entry-level to mid-range to high-end. Unless your student is a graphic arts student, is working with video creation or an avid gamer, you don’t need to get the top of the line, most expensive computer (though it will last a little longer). But you don’t
want to go for the entry-level computer either; even though it's less expensive, it will quickly be outdated, and students will end up needing a new computer far sooner than usual. IT recommends looking at the mid-range price level of computers, usually around $800-$1,200 for desktops and around $1,000-$1,200 for laptops, with Macintosh being slightly higher.

When looking at computers, look for future expandability. Buy as much memory as you can when you purchase a computer; more memory will make a computer run faster and will allow students to run it much longer. Keep in mind, however, that Windows XP and Vista (except the 64-bit versions) have a cap of 3 gigabytes worth of memory.

IT also recommends considering a laptop purchase, rather than a desktop purchase. While generally more expensive than their cheaper desktop counterparts, laptops tend to be more useful due to their mobility and built-in wireless access. Having a laptop allows students to take their computer with them to be used between classes or at the library and is easily transported, allowing them to continue to work on their studies over weekends at home. However, as stated earlier, laptops tend to be more expensive and more difficult to upgrade. Still, the majority of the mid-range to upper-range cost laptops will likely last your student years before needing an upgrade.

**Q** Is there wireless access on campus?

**A** For students to get connected to SU’s network, they will need a wireless network card or adapter. The easiest way to get wireless setup is to use one of the USB wireless adapters that are at computer stores. If the student has a USB port, just plug the adapter into that and the computer will configure the device automatically can pick what wireless network the student wants to be on.

You could also purchase a wireless card (PCMCIA for a laptop) which works just as well as the USB one, if not better. They both run around the same price, although the USB ones tend to be cheaper. However the PCMCIA cards for laptops tend to have more range and provide a better signal than the USB ones.

Desktops are not mentioned because currently there are no access points on-campus that can be reached from residence halls. Coverage is only in certain areas where mobile access is viable.

Students may get a wireless card for their desktop still if they want, but they will not get a signal in their residence hall. At this time, there is no wireless in residence halls. Also, there are no wireless access points permitted in residence halls.

**Q** My student already has an e-mail address, why does he or she need an SU e-mail account?

**A** E-mail services at SU are provided to support education, personal and scholarly communication, administration and other SU business. Salisbury University e-mail should be used to perform educational/university business and to communicate with all friends, family, classmates and associates locally and off campus. The GroupWise email address provided to each student is the primary means of communication between the University and students. Students will receive important information about billing, registration, class information and campus emergencies and closings at their SU address.

While students may often have a private e-mail account, they should rely on GroupWise and check this account on a daily basis. Students may also have their GroupWise e-mail forwarded to a different e-mail account. For directions on forwarding e-mail, students should visit the Campus Technology Quick Reference Guide at www.salisbury.edu/helpdesk/documents/quickreference.

**Q** What other services are offered through campus technology?

**A** Campus technology provides students with all campus telecommunications services. Each residence hall room is equipped with Internet access (one per resident) and telephone and cable television services (one per room). All students at Salisbury University who reside on campus must sign a RESTEL (Residence Telephone Service) Service Agreement. An authorization code is issued to each student upon signing the contract. This code is necessary for residence hall students to use a room phone to make off-campus calls. Sufficient funds must be paid through the Cashier’s Office for the off-campus account to be activated. Despite the frequent use of a cell phone, all students are advised to bring a phone to campus. It is strongly recommended that students bring a standard landline (corded) phone and not a cordless. Students can receive calls and can make on-campus calls through their room without applying any funds to their account.
Q: How can I get more information?
A: Parents can get more information on the family resource Web site at www.salisbury.edu/pfa. The site is designed to assist parents and families by providing valuable information and resource contacts on the SU campus. Although your loved one has left home for college, they still need your advice, counsel, encouragement and wisdom. Please use this site as a reference if your son or daughter calls you with a concern or issue they can’t answer. The PFA is here to assist students and to work for their success, so please encourage your student to ask questions and take responsibility for themselves and their college career.

Q: What is included with membership?
A: Membership to the PFA includes a membership card, a discount at the SU Bookstore (sale items and textbooks are excluded), a quarterly e-mail newsletter, and discounts at local restaurants, businesses and hotels. The PFA’s hotel discount program provides access to rates that are not available to the general public! Membership to the PFA is renewable yearly, and members will be notified as their renewal time approaches.

Q: Are membership dues counted as a gift to the Salisbury University Foundation, Inc?
A: Yes. As your experience evolves at SU, it is hoped that you will be inclined to further invest in the SU experience. This is especially important since tuition and state funding cover only 40 percent of the dollars it takes to operate SU.

Q: What if I am interested in serving on the advisory board?
A: From PFA membership, organizers look to create a Parents Advisory Board to help program for Family Weekend, assist with admission and recruitment efforts, counsel other new parents, work with Career Services to create new internship programs for students, and fundraise to positively affect the Salisbury University campus and student body. If you are interested in being a part of the PFA Advisory Board please e-mail mychildis@salisbury.edu

Q: I truly believe in Salisbury University and the education it provides my son or daughter. How can I financially support this Maryland University of National Distinction?
A: Gifts can be made via the Salisbury University Foundation, a 501(3)(c) corporation and are tax deductible. Gifts in the form of cash, stock, real estate, planned gifts as well as gifts-in-kind can directly benefit Salisbury University in many ways. From scholarship endowments, to campus enhancements to bricks and mortar projects, your support, whether large or small, will make SU a better place for your student and other students to come in the future. To learn more, please contact the Parent and Family Association Office at 410-677-5069.
Equal Opportunity: Salisbury University has a strong institutional commitment to diversity and is an Equal Opportunity/Affirmative Action employer, providing equal employment and educational opportunities to all those qualified, without regard to race, color, religion, national origin, sex, age, marital status, disability or sexual orientation. More specifically, it is the University’s policy to make decisions regarding educational opportunities and employment including recruitment, hiring, promotion and other terms and conditions of employment without discrimination.